

SPO ALERT

Date: 03/10/2022

To: State Agencies

From: State Procurement Office

Re: Fillable web forms for Procurement Exception Requests

The following files were converted to fillable web forms on the SPO For Agencies site within the [Resources > Standard Forms and Documents > SPO Forms section](#). Requestors are now able to complete and sign the following forms* that will automatically be sent to SPOCompliance@azdoa.gov; there is no longer a need to send a separate email.

- SPO Form 101 - Competition Impracticable (CI) Authorization
- SPO Form 102 - Emergency Procurement Authorization
- SPO Form 103 - Sole Source (SS) Procurement Authorization
- SPO Form 105 - Brand Name Authorization

*Please note: In order to ensure that you are utilizing the most updated version(s), please refrain from saving the file(s) (as it/they will be a static version). Instead, always refer to the link(s) above to be confident you have the most recent version(s). * SPO Form 104 - Off-contract Authorization is not available as a fillable web form because the form needs to be routed to the contract owner prior to sending to SPO Compliance; please continue to send this form via email.*

If you have any questions, please contact SPOCompliance@azdoa.gov.

Thank you,

SPO Compliance

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